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MONTHLY TECHNICAL PROGRESS REPORT

for the period

November 1 – November 30, 2005

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Philip Ingram, CO**

Under Contract 68-R9-01-01

**Submitted
by**



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Table of Contents

I. TASK ACCOMPLISHMENTS	1
Task 1: Project Management	1
1.1 Manage the Task Order	1
1.2 Close-Out of the Task Order	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, Recycling/Shredding ..	1
2.1 Organizing and Indexing	1
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	2
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging	3
2.6 Recycling and Shredding	3
Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM	
Production	3
3.1 Freedom of Information Act (FOIA)	4
3.2 Photocopy and Redaction Service	4
3.3 CD-ROM Service	4
3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters	4
Task 4: Administrative Records (ARs) and Special Collections Management	4
4.1 Microfilm and Electronic Media Management	5
Task 5: Manage the Day-To-Day Operations of the Superfund Records Center	5
Task 6: Training and Orientation	5
Task 7: Online Operations and Internet Support	6
Task 8: Attend Meetings and Teleconferences	6
II. DIFFICULTIES ENCOUNTERED	6
III. PERSONNEL ACTION	6
IV. SUMMARY OF TECHNICAL DIRECTION	6
V. DELIVERABLES, STATISTICS, ACTUAL HOURS	
7	
APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON OCT. 31-NOV. 27	8

**EPA Contract No. 68-R9-01-01
Superfund Records Management Support, Region 9**

**Monthly Report
November 2005**

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on November 2.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on November 14.

The Records Center Performance Measurement Reports were submitted to the TOAM on November 7.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on November 30.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 4,011 documents and edited 4,338 index records in the Superfund Document Management System 2 (SDMS2) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
EL TORO MARINE CORPS AIR STATION
MATHER AIR FORCE BASE

The site assessment Librarian IV received 8.2 lft. of new documents, of which 4.2 lft. were federal facilities documents. In addition, 1.5 lft. of Oil Facility Response Plans material were received.

Staff shifted approximately 199.3 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 1 site file, reorganizing, purging duplicate documents, and revising the indexing on SDMS2 when needed.

At the request of the TOAM, the site assessment Librarian IV and Assistant Manager indexed documents for the Cyprus Tohono Mine site and mailed an electronic site file index to EPA staff.

The Operating Industries, Inc., Landfill indexing progress report was submitted to RPM Lance Richman on November 1.

On November 15, staff met with the TOAM and EPA staff to discuss transfer of documents from the FRC to the National Archives. As a result of the meeting, procedures for approval for transfer were established.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS2 database.

2.2 Document Pick-up, Processing, File Management, and Storage

31.1 lft. of documents were collected from 75 Hawthorne. A total of 11 Transfer of Records forms was processed.

44.9 lft. of documents were retrieved from off-site storage at the FRC.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on November 29. The Contracts On-Site Box Storage Report was updated on November 7, 15, and 23.

Staff checked 1.4 lft. of unindexed San Gabriel Valley (Areas 1-4) documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to organize, verify, and retire material in the Box Storage Department.

Staff will continue to process files, and shelve and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured 7,612 documents (94,742 pages) during November.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 2 SCAP accomplishment documents during the month.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents.

2.5 Financial Documentation/Cost Recovery Packaging

Four Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on November 11.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 3.9 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 109 requests for documents, performed 1,249 database searches in SDMS2, and provided 2,196 documents for EPA staff and other requesters.

One hundred thirty-one indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on November 14 and November 1 respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS2 database.

3.1 Freedom of Information Act (FOIA)

Staff provided 7.8 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 9 requests.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 9,103 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 1,754 pages from SDMS2.

At the request of EPA staff 29 documents from the Apodaca & Sons Plating, Bakersfield Chrome & Bumper, Chino Airport Radium Dials, Montrose Chemical Corp., Phoenix Goodyear Airport Area and San Fernando Valley sites were redacted in preparation for the GE UAO Discovery Project CD-ROM production and for an upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 60 requests for documents on CD-ROMs. A total of 189,891 pages was copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in November:
Montrose Chemical Corp. Historical Stormwater Pathway South Operable Unit, 20846 Normandie Avenue Removal AR, sent November 10.
LBJ Hospital PCB Site Removal AR, sent November 28.

On November 21, staff met with the TOAM and RPM Jim Sickles to conduct the kick-off meeting for the Anaconda Copper Co. Yerington Mine Removal Administrative Record. Indexing requirements and

scheduling issues were resolved so that work on this project could begin.

Four work-performed compilations were created or updated during November.

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No activity occurred in this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The TOM held an all-hands staff meeting on November 22.

The TOM held a Managers/Supervisors meeting on November 21.

The RIM IV/Assistant Manager held meetings with special projects staff on November 2 and 4.

The RIM IV/Computer Support Department Supervisor held a departmental meeting on November 29.

The TOM requested and received approval for purchase of an annual microfilm reader-printer maintenance agreement from Applied Microfilm Systems, Inc. on November 23.

Future Activities

The TOM and department heads will continue to conduct staff meetings.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well stocked and in working order.

Task 6: Training and Orientation

At the request of the TOAM, on November 30 the TOM gave new RPM Gary Riley a tour of the Records Center, introduced him to services offered by the Circulation Department, and trained him on the use of various *Express Link* online request forms. He was given copies of the indexing Route Slip, Telephone Numbers Bookmark, and the Orientation Highlights handout.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on November 15.

Staff assisted 5 EPA staff persons with technical problems relating to SDMS2 during November.

At the request of the TOAM an IS III installed SDMS2 for RPM Gary Riley on November 30.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

Staff attended a national SDMS2 users group teleconference call on November 8 to discuss system performance issues. Reports of performance problems were taken by the system developers so they could be prioritized and addressed.

The staff attended a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting on November 16.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in December.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

Librarian IV Joseph Reifer submitted his resignation effective December 2. At the direction of the TOAM, recruitment has begun to fill the open position.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 110 new projects. In addition, the TOAM submitted 16 requests for information or support in person, via telephone or E-mail.

V. DELIVERABLES, STATISTICS, ACTUAL HOURS

New File Footage

New Files Received	Footage	Year to Date
7,953	39.3 LFT	39.3 LFT

Inventories

Records Surveyed	Year to Date
40.6 LFT	40.6 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
94	2	0	0	14	0	0	8	118

**APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM OCTOBER 31 THROUGH
NOVEMBER 27**

AABCO INCORPORATED
ANACONDA COPPER CO YERINGTON MINE
APACHE POWDER CO
ARIZONA AIR NATIONAL GUARD
ASARCO INC HAYDEN PLT
BECKMAN INSTRUMENTS (PORTERVILLE)
BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA)
CALIFORNIA CREATIVE DYNAMICS CO INC
CASMALIA RESOURCES
CENTRAL EUREKA MINE
CTS PRINTEX INC
CYPRUS TOHONO MINE
DEL AMO FACILITY
DEL MONTE CORP (OAHU PLANTATION)
DEL NORTE PESTICIDE STORAGE
EDWARDS AIR FORCE BASE
EL TORO MARINE CORPS AIR STATION
ELECTRO TREATMENT INC
FRANCIS PLATING OF OAKLAND INC
FRESNO SANITARY LDFL
GARRETT GENERAL AVIATION SERVICE CO
GE UAO SITE FILES
GUAM DEPT OF AGRICULTURE MANGILAO FACILI
HARRINGTON TOOLS
HASSAYAMPA LANDFILL
HAWAII STAGING & LIGHTING SITE
INDIAN BEND WASH
INDUSTRIAL ZINC PLATERS INC
IRON KING MINE & TAILINGS
IRON MOUNTAIN MINE
JASCO CHEMICAL CO (VILLA ST)
KLAU/BUENA VISTA MINE
LAVA CAP MINE
LBJ HOSPITAL PCB SITE
LEHR OLD CAMPUS LANDFILL USDOE
LEVIATHAN MINE
LISTON ALUMINUM CO
LORENTZ BARREL & DRUM CO
MARCH AIR FORCE BASE
MARE ISLAND NAVAL SHIPYARD
MATHER AFB (AC&W DISPOSAL SITE)
MCCLELLAN AIR FORCE BASE
MCCLEUR TAILINGS
MCCOLL
MCFARLAND STUDY AREA
MEW STUDY AREA
MGM BRAKES
MISSION BAY LDFL
MODESTO GROUNDWATER CONTAMINATION
MOFFETT NAVAL AIR STATION
MONITOR PLATING

MONTROSE CHEMICAL CORP, TORRANCE, CA
MONTROSE PV SHELF
MOTOROLA INC 52ND ST
NAVAJO NATION URANIUM MINES (2)
NEWMARK GROUNDWATER CONTAMINATION
NINETEENTH AVENUE LANDFILL
OHLINGER IND
OMEGA CHEMICAL CORP
OPERATING INDUSTRIES INC LNDFL
PEMACO MAYWOOD
PG&E MARTIN SERV CTR
PHIL'S BURGER & DRUMS
PHOENIX GOODYEAR AIRPORT AREA
PURITY OIL SALES INC
RIALTO COLTON PLUME
RINCONADA MINE
SAN FERNANDO VALLEY
SAN GABRIEL VALLEY
SELMA TREATING CO
SI FAB CORP
SOLA OPTICAL USA INC
SOLOMONS MINES INC (WRG)
SOUTH BAY BASIN
STRINGFELLOW AIR FORCE
SULPHUR BANK MERCURY MINE
SUNRISE MOUNTAIN LANDFILL
SYNTRUM CORP
TARP (TUCSON INTERNATIONAL AIRPORT AREA)
TREASURE ISLAND NAVAL STN HUNTERS PT AN
TUCSON AFP 44 (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA)
VERDESE CARTER PARK
WASTE DISPOSAL INC
WATKINS JOHNSON CO (STEWART DIV)
WILLIAMS AIR FORCE BASE